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ABSTRACT

Focusing on the resources of an academic library (th University of California at Los Angeles, in this case), this booklet outlines and discusses a plan for conducting library research in preparing a term paper. Beginning with a section on books, in which the card catalogue is explained, the outline continues with sections on periodicals and bibliographies. Additional comments concern the reference desk, pamphlets, government publications, newspapers, term paper guides, the audio room, and the university research library and other campus libraries. Examples of catalogue cards and periodical and bibliographical index pages are included. (JM)

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As a student at UCLA you have access to one of the finest academic libraries in the country. In order to turn its resources to your fullest advantage as you begin work on a term paper, you may find it helpful to consider the following plan for library research.

STEP 1: BOOKS

In starting research on a paper it is usually good to clarify the subject by consulting a textbook as well as dictionaries and encyclopedias. That done, one of the two major sources of information will be books--which you will select primarily by using the Card Catalog.

The Card Catalog for the College Library Collection is in the Main Reading Room. It is a dictionary catalog in which author, title, and subject cards are all filed together in one alphabet. The UCLA filing rules sometimes differ from those of other libraries, so you may want to check the description which is posted on the display board next to the Card Catalog.

Since the Card Catalog is the primary index to the library's collection, it is important to find all the subject headings which might be used to cover books in the library which pertain to your topic. Large red volumes listing standard Library of Congress subject headings are located on both counters of the Reference Desk in the Main Reading Room. Shown on page 3 are parts of pages from one of these guides which treat prisons as a subject. Notice that the word "Prisons" is printed in boldface type. This means that it is a standard subject heading and books on that subject will be listed under the word "Prisons" in the Card Catalog. Under some headings the initials "sa" appear. This stands for "See also" and indicates related subject headings which are also used.

Sometimes suggested call numbers are given with the heading to indicate where most books on that subject are liable to be shelved. For example, the heading "Prisons" suggests the call number HV 8301-9920 for books on that subject. The subject heading guides will also tell you what <u>not</u> to look under in

the Card Catalog. Notice for instance that the heading "Prisons for women" in lightface type refers you to the proper heading "Reformatories for women." Under "Prisons" the symbol "xx" means there will be a "See also" reference from "Crime and criminals", "Criminal justice, Administration of", and so forth to "Prisons." Often these related headings will give you ideas for other subjects to check in the Card Catalog. Sometimes if you look in more general works you will find a chapter or two on the specific subject you need.

Prisons *(Indirect)* *(HV8301-9920)*
sa Convict labor
Education of prisoners
Escapes
Galleys
Imprisonment
Music in prisons
Penal colonies
Police stations
Preventive detention
Prison discipline
Prison hulks
Prison psychology
Prison release gratuities
Prison riots
Prison sentences
Prisoners
Prisoners – Recreation
Prisoners, Transportation of
Reformatories
Reformatories for women
Treadmill
Workhouses
also names of prisons, e.g. Bridewell Prison, London; *and subdivision* Prisons and reformatories *under cities, e.g.* London – Prisons and reformatories
x Dungeons
Gaols
Jails
Penal institutions
Penitentiaries
Penology
xx Crime and criminals
Criminal justice, Administration of
Imprisonment
Police stations
Public institutions
Punishment
– Construction *(HV8805-8829)*
x Architecture, Prison
Prison architecture
– Correspondence with inmates
See Prisons – Visits and correspondence with inmates
– Discipline
See Prison discipline
– Employees *(HV8759)*
– Pensions
– Handbooks, manuals, etc.
– Hygiene *(HV8833-8841)*
– Laws and regulations
x Prison laws
xx Criminal law
– Medical care
x Medical care, Prison
– Missions and charities *(BV4485)*
– Pictorial works
– Records and correspondence
– Recreation
See Prisoners – Recreation
– Religious life *(Instruction, HV8885-8)*
xx Chaplains, Prison
– Statistics
xx Criminal statistics
– Visits and correspondence with inmates *(HV8884)*
x Prisons – Correspondence with inmates

Prisons, Military *(Military, UB800-805; Naval, VB890-895)*
sa subdivision Prisons *under armies and* Prisons and prison-ships *under navies, e.g.* U.S. Army – Prisons; U.S. Navy – Prisons and prison-ships
x Military prisons
Naval prisons
Prisons, Naval

Prisons, Music in
See Music in prisons

Prisons, Naval
See Prisons, Military
and subdivision Prisons and prison-ships *under navies, e.g.* Italy. Marina – Prisons and prison-ships

Prisons for women
See Reformatories for women

Books in the UCLA libraries are classified according to the Library of Congress system. The letters on the top line of the call number refer to the general subject category into which the books fall. The numbers on the next line subdivide that general category more specifically, e.g.:

H - Social Sciences.

HV - Social pathology. Philanthropy. Charities and corrections.

HV 8301-9920 - Prisons. Penitentiaries. Punishment and reform.

For examples of Catalog Cards see pages 5 and 6.

The College Library books are shelved on Stack Levels 3, 4, and 5 (through the three doors south of the Rotunda) except those on the New Book Shelves (in the Rotunda), and those in the literature classifications PR and PS, and the reference collection, both of which are in the Main Reading Room. College Library books (except reference books) circulate for two weeks at a time and may be checked out at the Circulation Desk or downstairs at the main turnstile.

If the book you want is not on the shelf, take the call number to the Circulation Desk where the attendant will check to see if the book is out or is on reserve. Remember also that the College Library is a duplicate collection--everything listed in our Card Catalog is located in at least one other library on campus.

The University Research Library is the largest library on campus, and its Card Catalog lists the holdings of all the libraries in the UCLA library system by the last name of each author. This catalog was photocopied and bound in book form in 1962, and a set is kept in the College Library Reference Area. A five-year supplement will be published soon.

EXAMPLES OF CATALOG CARDS

AUTHOR CARD

HV Minton, Robert J comp.
9471 Inside; prison American style. Edited by
M668i Robert J. Minton Jr. [1st ed.] New York,
Random House [1971]
xvii, 325 p. 22 cm. $7.95

Includes bibliographical references.

1. Prisons-U.S. I. Title.

TITLE CARD

Inside; prison American style.
HV Minton, Robert J comp.
9471 Inside; prison American style. Edited by
M668i Robert J. Minton Jr. [1st ed.] New York,
Random House [1971]
xvii, 325 p. 22 cm. $7.95

Includes bibliographical references.

1. Prisons-U.S. I. Title.

SUBJECT CARDS

HV
6789
C549c

Crime and criminals-U.S.
Clark, Ramsey, 1927-
Crime in America; observations on its nature, causes, prevention, and control. With an introd. by Tom Wicker. New York, Simon and Schuster [1970]
346 p. 22 cm. $6.95

1. Crime and criminals-U.S. 2. Police-U.S. I. Title.

Subject headings will be typed in RED in the card catalog.

HV
9471
M668i

Prisons-U.S.
Minton, Robert J comp.
Inside; prison American style. Edited by Robert J. Minton, Jr. [1st ed.] New York, Random House [1971]
xvii, 325 p. 22cm. $7.95

Includes bibliographical references.

1. Prisons-U.S. I. Title.

HN
59
S785v

Violence-U.S.
Stanford University. Committee on Violence.
Violence and the struggle for existence. Work of the Committee on Violence of the Department of Psychiatry, Stanford University School of Medicine. Edited by David N. Daniels, Marshall F. Gilula [and] Frank M. Ochberg. Foreword by Coretta Scott King. [1st ed.] Boston, Little, Brown [1970]
xvi, 451 p. illus. 25 cm.

Includes bibliographies.

1. Violence-U.S. 2. Violence 3. Aggressiveness (Psychology). I. Title

Tracings, which are located at the bottom of each card, may help you find related subject headings.

STEP 2: PERIODICALS

Periodicals, the second major source of information, are valuable for the current material they contain and for their concentrated treatment of specific subjects. The library's collection of magazines and journals is best approached through periodical indexes. Readers' Guide to Periodical Literature covers general magazines and provides a monthly author and subject index to their contents. Social Sciences and Humanities Index (formerly called International Index) lists articles in more scholarly journals.

Nearly every field of study has a corresponding periodical index: Psychological Abstracts, Education Index, Engineering Index, Sociological Abstracts, Music Index, Environment Index (Environment Information Access), Business Periodicals Index, etc. The Bulletin of the Public Affairs Information Service (PAIS) indexes not only periodicals but also books, government publications, and pamphlets, and covers such fields as political science, government, legislation, economics, and sociology. Examples from three periodical indexes are on page 8. Be sure to ask a Reference Librarian to assist you in finding the indexes appropriate to your subject if you have any difficulty locating material.

Periodicals are listed in the Card Catalog with an indication of which bound volumes the library has. The College Library periodicals collection is in the Periodicals Room (through the East Rotunda and down the hall). The magazines are arranged in alphabetical order by title: bound volumes on shelves in the center of the double room, and current issues around the wall. Nearly all periodicals may be checked out; volumes more than three years old may be borrowed for two days, while later holdings circulate for same-day use only. Keep in mind that many of our periodicals are duplicated in other libraries on campus and that other libraries have much larger collections than ours. Ask

a Reference Librarian for a complete listing of all the magazines on campus.

EXAMPLES OF PAGES FROM SOME PERIODICAL INDEXES

READER'S GUIDE TO PERIODICAL LITERATURE

PRISONS
See also
Prison reform

California

How a revolutionary plan for prison reform is working; rehabilitation program at Chino prison. il U.S. News 72:60-2 Mr 13 '72

Organizing behind bars; inmate strike at Folsom. F. Browning. il Ramparts 10:40-4 F '72

Prison psychiatry: the clockwork cure; aversion therapy at Vacaville. H. Weiner. Nation 214:423-6 Ap 3 '72

War behind walls; racial violence in San Quentin. R. Bunker. il Harper 244:35-47 F '72

Massachusetts

Bucking; sheriff from Middlesex; reformer of Hillerica prison. J. Higgins. Nation 214:101-3 Ja 24 '72

New York (state)

Recent inmate recalls; books and people behind bars at Attica. W. R. Coons. il Wilson Lib Bull 46:414-19 Mr '72

Truth about Attica by an inmate. F. Wiggins. Nat R 24:297-98+ Mr 21 '72

What did Attica put us? J. R. Shearin. Cath World 214:31-3 N '71

Pennsylvania

Jimmy the reformer; views of J. Hoffa on Lewisburg federal penitentiary. por Time 99:18 Ap 24 '72

Tales of Hoffa; Lewisburg federal penitentiary. il por Newsweek 79:31 Ap 17 '72

United States

Prison: excerpts. il Pub W 201:52-4 Mr 13 '72

This item refers to an illustrated article in U.S. News and World Report, volume 72, pages 60-62, the March 13, 1972 issue.

PUBLIC AFFAIRS INFORMATION SERVICE BULLETIN (PAIS)

PRISONS
See also
Correction (penology)
Jails
Prison paradox: life for many inmates improves, but chances of more Atticas rise. Wall St J 178:1+ S 16 '71

Prison reform: a missed opportunity [the new state prison at Leesburg, N.J.]. Jonathan Kwitney. Wall St J 178:22 N 17 '71

Prison reform: in whose interest? Samuel Jordan. Criminal Law Bul 7:779-87 N '71

Prison reform movement in India. Vidya Bhushan. Indian J Social Work 31:407-16 Ja '71

Prison reform? not very likely. Norman C. Miller. Wall St J 178:14 S 23 '71

Racial tensions in prisons. Ralph C. Dungan. table map Editorial Research Reprts p 801-20 O 20 '71

A setback for prison reform? killings at San Quentin raise questions about wisdom of relaxing prison rules; demands grow for tougher action to protect staff, guards. il U S News 71:40 S 6 '71

SOCIAL SCIENCES & HUMANITIES INDEX

PRISONS
See also
Prisoners

Great Britain

Mountbatten hits back. por Economist 239: 29-30 Ap 10 '71

Penal reform: how to reduce the prison population. A. Samuels. Contemp R 219:19-25 Jl '71

See also
Fleet prison, London
Newgate prison, London

Netherlands

Unlocking the penal revolution. J. Steele. Atlas 20:28-30 N '71

New York (state)

Attica--a judgment on America. R. W. Apple. New Statesm 82:424 O 1 '71

United States

Five pieces in penology; ed. by L. T. Wilkins. Pub Adm R 31:395-436 N '71
Contents: Introductory note, by L. T. Wilkins: Law, order, and corrections, by J. Conrad: Managerial behavior and correctional policy, by V. O'Leary and D. Duffee: Organizational structure of state and local correctional services, by R. A. McGee: Towards a theory of criminal justice administration: a general systems perspective, by J. L. Munro: Dealaming and selling a staff training program: a case study, by N. A. Carlson

STEP 3: BIBLIOGRAPHIES

In addition to using the Card Catalog and periodical indexes, you will want to look for bibliographies, lists of books and articles about your subject. The Card Catalog, of course, will lead you to some of these, and you will have found others in the various books and encyclopedia and magazine articles you have been reading on the subject.

The Bibliographic Index (shelved in the Reference area) is an annual subject-listing of bibliographies published both separately and in books and periodicals.

PRISONERS as authors
Encelwarta, Rudolf. Books in stir: a biblior. essay about prison libs. and about bks. written by prisoners and prison employees. Scarecrow '71 168p

PRISONERS of war
Ducrey, Pierre. Le traitement des prisonniers de guerre dans la Grèce antique, des origines à la conquête romaine. (Ecole française d'Athènes. Travaux et mémoires, no 17) Boccard '68 p vii-xiv

PRISONERS' rights. See Prisoners—Legal status, laws, etc.

PRISONS
United States
Struggle for justice; a rep. on crime and punishment in Am.; prep. for the Am. friends serv. com. [Edwin C. Marquardt, chairman, and others] Hill & Wang '71 p 174-7

AN EXCERPT FROM THE BIBLIOGRAPHIC INDEX

A SUBJECT CARD FROM THE CARD CATALOG

Z 1215 U582g

U.S. - Bibliography
U.S. Library of Congress. General Reference and Bibliography Division.
A guide to the study of the United States of America; representative books reflecting the development of American life and thought. Prepared under the direction of Roy P. Basler by Donald H. Mugridge and Blanche P. McCrum. Washington, 1960.
1193 p.

1. U.S. - Bibl. I. Mugridge, Donald Henry. II. McCrum, Blanche Pritchard, 1887-

REFERENCE DESK

The Reference Desk (at the entrance to the Main Reading Room) is staffed by librarians who are there to help you use the library and its resources. Be sure to ask them for assistance as you prepare your paper. They can help you find appropriate subject headings, periodical indexes, and bibliographies, as well as such specific types of information as statistics, biographical material, literary criticisms, and quotations. As they work with you they can perhaps also suggest additional sources of material which you may have missed.

* PAMPHLETS

The College Library has a large, interesting, timely collection of pamphlets developed around topics of current interest, such as air pollution, abortion, women, and drugs. There are also folders on gardening, needlework, and consumer education. The pamphlets are kept at the Reference Desk, where a subject list of the collection is available on request. In addition, blue-edged cards indicating the subject headings used in the pamphlet collection are filed in the Card Catalog. Pamphlets circulate for one week.

* GOVERNMENT PUBLICATIONS

Governments publish a wide variety of material, some of which would be highly useful for papers, especially in such fields as economics and the social and political sciences. Examples of government publications are Congressional hearings, census reports, public papers of the Presidents of the United States, and accounts of UNESCO investigations. The Public Affairs Service, which is on Floor A of the University Research Library, handles city, county, state, federal, foreign, and international documents. The librarians there will assist you in locating material you need.

* NEWSPAPERS

The contemporary accounts found in newspapers are valuable for many subject

areas. A few papers have indexes--the London Times index dates from 1790, the New York Times index from 1913. A copy of the latter (from 1930) is here in the College Library Reference area. The Los Angeles Times has only been completely indexed since 1971 and the College Library has received the index since January 1972. Most newspapers in their original form are in the Newspaper Stacks (Room 81, Powell Library Building); those on microfilm are in the University Research Library. Reference Librarians will help you locate them.

* TERM PAPER GUIDES

Ask at the Reference Desk for style manuals or consult the Card Catalog under the subject headings "Dissertations, Academic" or "Report writing."

* AUDIO ROOM

If it would be useful to you to hear a recording of a literary work you are writing a paper on, you will want to use the College Library Audio Room. This room contains a large non-circulating collection of spoken word recordings, many of literary nature. There are tapes of plays (including all of Shakespeare's), poetry, short stories, and excerpts from novels. The Audio Room also has taped documentaries.

UNIVERSITY RESEARCH LIBRARY AND OTHER CAMPUS LIBRARIES

The College Library, then, is a general collection designed to support the undergraduate curriculum. The largest library on campus is the University Research Library. It contains the bulk of UCLA's collection in the social sciences and humanities, and its Card Catalog includes an author listing for each book in the other libraries on campus. In addition to the University Research Library and the College Library, there are fifteen other libraries on campus. As a student at UCLA you have access to all the libraries on campus, including the Research Library. Be sure to talk with one of the reference librarians if you need assistance in locating material which may be in other campus libraries.